



Trustees' Annual Report for the period

| From | Period start date | | | To | Period end date | | |
|------|-------------------|----|------|----|-----------------|----|------|
| | 01 | 09 | 2024 | | 31 | 08 | 2025 |

Section A Reference and administration details

Charity name RUDGWICK PRE-SCHOOL

Other names charity is known by

Registered charity number (if any) 1033175

Charity's principal address THE SCOUT HUT, CHURCH STREET

RUDGWICK, WEST SUSSEX

Postcode

RH12 3HJ

Names of the charity trustees who manage the charity

| | Trustee name | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|-----------------|-----------------|-----------------------------------|---|
| 1 | Kaura Best | Chair | | |
| 2 | Lauren Kern | Secretary | | |
| 3 | Kirsten Jackson | Treasurer | | |
| 4 | Paul Flowerday | Finance | | |
| 5 | Erin Herman | Safeguarding | | |
| 6 | Georgina West | Events | | |
| 7 | Amanda Forehead | Premises | | |
| 8 | Kate Melhuish | Events | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
| | |
| | |
| | |

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| | | |
| | | |
| | | |
| | | |

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

| | |
|---|-----------------------------|
| Type of governing document (eg. trust deed, constitution) | Constitution |
| How the charity is constituted (eg. trust, association, company) | Association |
| Trustee selection methods (eg. appointed by, elected by) | Elected by members annually |

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

| |
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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

To encourage parents/carers to become involved in the Pre-School at a level to which they are able to commit. We do this through the committee, fundraising and social events, newsletters, Tapestry and through allocated key workers and general communications.

To follow a full and comprehensive two-year plan covering all areas of the early year's curriculum and meeting the wide range of children's specific needs in all areas.

To provide a happy, safe and secure environment where children learn through play, to become more independent and flourish as individuals. The children are provided with a range of activities appropriate for their age and stage of development.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year**New Enrichment Activities**

Introduced *Drama Llamas* (drama sessions) and *Little Kickers* (football skills), supporting creative expression and physical development.

Staff Development

All staff completed training on the revised Early Years Foundation Stage (EYFS) framework to ensure high-quality, up-to-date practice.

Environment Enhancements

Installed new room dividers (grant-funded) to create quieter, focused learning areas. Added a waterwall feature in the garden, enhancing sensory and outdoor play. Purchased a new shed for improved equipment storage.

Section E Financial review

Brief statement of the charity's policy on reserves

We retain a financial reserve that is sufficient for the worst-case scenario of winding up the Pre-School. This would cover redundancy costs.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

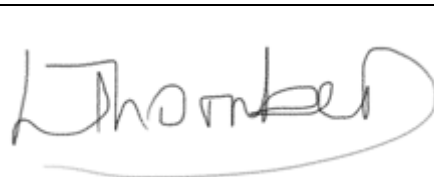
Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

LAURA THORNBUR (nee Best)

Position (eg Secretary, Chair, etc)

CHAIR

Date

30/11/2025

**RUDGWICK PRE-SCHOOL
INCOME & EXPENDITURE ACCOUNT
YEAR ENDED 31 AUGUST 2025**

| | 2025 £ | 2024 £ |
|---|---------------|----------------|
| INCOME | | |
| Private fee income | 20,709 | 28,310 |
| WSCC EYFE | 103,344 | 78,514 |
| Grants | 350 | - |
| Fundraising | 2,519 | - |
| Other income | 1,565 | 3,031 |
| Bank interest received | 228 | 209 |
| | <hr/> 128,715 | <hr/> 110,064 |
| EXPENDITURE | | |
| Salaries & NI | 91,261 | 93,325 |
| Staff training | 20 | 893 |
| Staff uniforms | 815 | 579 |
| Staff welfare & committee expenses | 521 | 732 |
| Teaching resources & activities | 4,300 | 11,471 |
| Rent | 6,991 | 10,503 |
| Telephone | 428 | 1,001 |
| Print, post & stationery | 174 | 749 |
| Advertising | 215 | 162 |
| Insurance | 417 | 674 |
| Professional fees | 328 | 158 |
| Governance costs | - | 378 |
| Cleaning & refuse | 1,496 | 1,373 |
| Pest control | 160 | 454 |
| Repairs & maintenance | 65 | 4,123 |
| Computer costs | 109 | 239 |
| Subscriptions | 180 | 314 |
| Sundry expenses | 404 | 106 |
| | <hr/> 107,884 | <hr/> 127,234 |
| Surplus/(deficit) for for the year | <hr/> 20,831 | <hr/> (17,170) |

**RUDGWICK PRE-SCHOOL
BALANCE SHEET
AS AT 31 AUGUST 2025**

| | 2025 £ | 2024 £ |
|--------------------------------|----------------|--------------|
| ASSETS | | |
| Fee debtors | 156 | 11 |
| Prepayments & accrued income | 1,779 | - |
| Bank current account | 27,586 | 14,776 |
| Bank deposit account | 44,069 | 13,841 |
| Cash account | 221 | 2,293 |
| | <hr/> 73,811 | <hr/> 30,921 |
| LIABILITIES | | |
| Accruals | (22,154) | (95) |
| | <hr/> (22,154) | <hr/> (95) |
| NET ASSETS | <hr/> 51,657 | <hr/> 30,826 |
| | <hr/> <hr/> | <hr/> <hr/> |
| RESERVES | | |
| As at 1st September | 30,826 | 47,996 |
| Surplus/(deficit) for the year | 20,831 | (17,170) |
| | <hr/> | <hr/> |
| As at 31 August | <hr/> 51,657 | <hr/> 30,826 |
| | <hr/> <hr/> | <hr/> <hr/> |



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

Charity Name

Rudgwick Pre-School

On accounts for the year ended

31st August 2025

Charity no
(if any)

1033175

Set out on pages

1

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/08/2025**

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date: 11/11/2025

Name:

Andrew Cash

Relevant professional
qualification(s) or body
(if any):

Membership of the Institute of Chartered Accountants of England & Wales

Address:

13 Puttock Way

Billingshurst

RH149ZJ